



## **FA PROCEDURE:**

# **ITM Requirements and Compliance of Newly installed Equipment subject to Regulation**

Effective Date: 3-13-20

Document Number:

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Next Review Date: 3-13-23

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## **1. PROCEDURE PURPOSE**

To assure that State of California and City of Berkeley regulatory requirements for identification, inspection and maintenance (ITM) are effectively applied to newly installed equipment at the site under CARB regulation.

## **2. APPLICABILITY**

This process applies to Facilities procedures outlining the actions to be taken to comply with the California regulations and local Building Code as required by the City of Berkeley and State of California.

## **3. PROCESS**

### **3.1 Facilities (FA) Systems Engineer in Partnership with EHS Environmental Protection Specialist (SME) and FA WPC PM Planner**

3.1.1 FA System Engineer and FA WPC PM Planner identifies any newly proposed equipment for installation either associated with Project Infrastructure Modernization Division (PIMD) or Facilities Maintenance Division Projects.

3.1.2 FA Systems Engineer will notify EHS Environmental Protection (EP) SME of proposed new equipment

3.1.3 EHS EP SME to verify and provide regulation requirements for all equipment subject to the State of California and City of Berkeley. In some cases an operating permit may be required and EHS EP SME will need to apply for approval per regulation.

3.1.4 FA Systems Engineer to develop PM plans incorporating regulatory requirements and submit to EHS EP SME for review and approval

3.1.5 After EHS EP SME approval, FA Systems Engineer to submit approved PM plans to FA WPC PM Planner to update CMMS (Maximo)

### **3.2 Who Will Update**



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3.2.1 FA WPC PM Planner to assign asset identification number in Maximo and create PM plans provided by FA Systems Engineer

#### **3.3 Feedback Loop**

3.3.1 FA WPC PM Planner to include a PM task step to notify and provide respective EHS EP SME with compliance documentation.

3.3.2 EHS EP SME to provide compliance documentation to the Regulatory Agency.

#### **3.4 If Non-Compliance has been identified**

3.4.1. FA Systems Engineer or WPC PM Planner will elevate any non-compliance issue to EHS EP SME and FA Division Director and EHS Division Director.

3.4.2 All equipment requiring corrective actions will be entered and tracked by FA Assurance in CATS, and verified upon closure that compliance requirements have been completely satisfied.

## **4. ROLES AND RESPONSIBILITIES**

#### **4.1 FA Systems Engineer Subject Matter Expert (SME)**

- Identifies proposed installation plan for regulated equipment associated with Projects (PIMD and Facilities Division)
- works in partnership with EHS EP SME to identify and verify all equipment subject to State of California and City of Berkeley
- reviews ITM procedures for compliance
- leads effort to create job plans and coordinate with EHS EP SME
- works with FA WPC PM Planner to update Computerized Maintenance Management System (Maximo) to ensure job plans incorporating regulatory requirements

#### **4.2 EHS Environmental Protection Specialist (SME)**

- works in partnership with FA Systems Engineer to identify and verify all equipment subject to State of California and City of Berkeley
- reviews PM procedures and assesses compliance documentation



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#### **4.3 FA PM Work Planning and Control (WPC)**

- create asset number for newly installed regulated equipment in Maximo Asset Reservation (smartsheet)
- works with FA Systems Engineer to update Computerized Maintenance Management System (Maximo)
- plans and schedules maintenance according to requirements
- ensure inclusion of job plan task to notify and provide respective EHS EP SME with compliance documentation

#### **4.4 FA Assurance Manager**

- enters non-compliance into CATS in coordination with EHS EP SME and FA System Engineer and notifies both of CATS item number and due dates once entered into CATS
- tracks CATS items to closure

## **5. DEFINITIONS**

<b>TERM</b>	<b>DEFINITION</b>
CATS	Corrective Action Tracking System
CMMS	Computerized Maintenance Management System (Maximo)
EHS	Environmental Health and Safety Division
FA	Facilities Division
ITM	Inspection, Testing and Maintenance
SME	Subject Matter Expert

## **6. REFERENCES**

- Bay Area Air Quality Management District (BAAQMD) Regulation



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- California Air Resource Board (CARB)
- Refrigerant Management Program
- California Environmental Quality Act - Air Quality Guidelines (CEQA)
- Large Spark-Ignition (LSI) Engine Fleet Requirements Regulation
- Off-Road Diesel Vehicle Regulation
- California Code of Regulations - Title 17
- Regulations for Dispensing Facilities
- Lawrence Berkeley National Laboratory – Spill Prevention, Control and Countermeasure (SPCC) Plan
- City of Berkeley, California CUPA regulations, Program 4, “Aboveground Petroleum Storage Act Requirement for Spill Prevention”.
- State of California, Office of State Fire Marshal, ASPA regulations.
- Federal Government, Code of Federal Regulations, 40 CFR 112.

## **7. CONTACT**

FA Engineering or FA WPC or EHS Environmental Protection

## **8. REVISION HISTORY LOG**

REVISION NUMBER	REVISION DATE	BRIEF DESCRIPTION OF CHANGES MADE	NAME OF PERSON MAKING CHANGE	
0	3-10-20	New Procedure	Sherwin Mendoza	



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**9. PROCEDURE APPROVALS**

REVIEWER APPROVER AUTHOR	TITLE	NAME	SIGNATURE	DATE
Author	FA Systems Engineer	Sherwin Mendoza	<i>Sherwin Mendoza</i>	04 / 23 / 2020
Reviewer	EHS Environment Protection Special	Ned Borglin	<i>Ned Borglin</i>	04 / 23 / 2020
Approver	FA Operations Manager	Keileigh Bennett	<i>Keileigh Bennett</i>	04 / 26 / 2020

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